

# NEOGOV PE Ratings

Follow the 9 steps beginning on the next page to complete a rating in NEOGOV PE  
To scroll through the slideshow, click on the keyboard arrows



**Click on the right arrow to start the presentation**

**Click on the right arrow to move to the next slide**

**Click on the left arrow to move to previous slides**

# Info for Users of Windows XP or IE8

- If you are still using Windows XP or your default web browser is Internet Explorer version 8 (IE8), you must utilize Mozilla Firefox to access NEOGOV PE; this browser should already be loaded to your computer.
- Open your Firefox web browser (from your desktop) and type: [www.performance.neogov.com](http://www.performance.neogov.com) in the URL box at the top of your screen.

If you are not using Windows XP or IE8, please follow instructions on next slide to access PE.

## Step 1 of 9

To access the NEOGOV Performance Management System:

- Log in to you MiHR self-service account
- Click on Performance Management in the menu on the left side of the screen
- Click on NEOGOV PE Login

OR

[CLICK HERE](#)



**<https://performance.neogov.com/Login>**

\*\*\*This will open the login screen in a new window\*\*\*

## Step 2 of 9

Your username is your  
**entire** email address  
(i.e. DoeJohn@michigan.gov)

Enter password here

Neogov - Login - Windows Internet Explorer

https://performance.neogov.com/Login

File Edit View Favorites Tools Help

★ Favorites | ★ OT Calcs | Rules & Regs | CS INTRANET | PARIS | File Link | JOB SPECS | DMO | RECODING | NEOGOV Insight - My HR | MCSC Exam Process

Neogov - Login

Press CTRL + D to bookmark this page.

# NEOGOV

Username

Password

[Login using Insight](#)

[Forgot your password?](#)

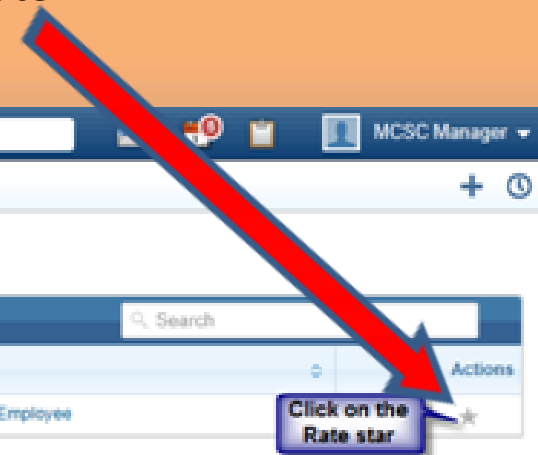
[Sign In »](#)

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If you do not remember your password click here and enter your full email address on the next screen

## Step 3 of 9

Click on the star next to the plan that you want to rate



NEOGOV PE

Search

Employees Objectives Competencies Trainings Reports ON Forms

My Dashboard

MCSC Manager  
Departmental  
Manager

**My Tasks** Current Search

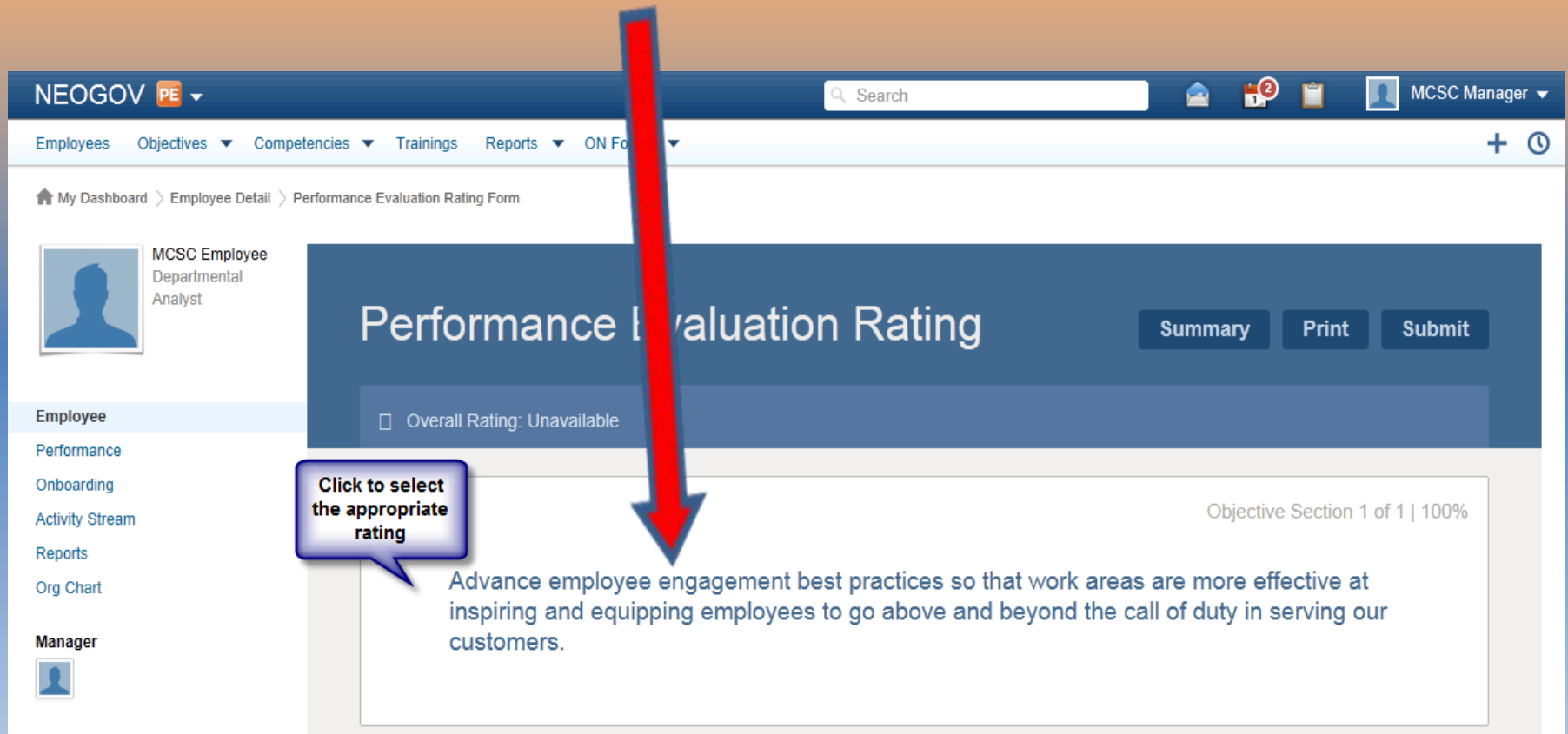
Subject	Due Date	Related to	Actions
Rating for MCSC Employee's Example	12/17/2013	Evaluation MCSC Employee	★

**My Objectives** Search

Name	Category	Related to	Due Date	% Complete
6401-BCC Perform all duties in a prompt, professional, and courteous manner, assuring an appropriate level of customer service is provided	Employee	Evaluation Manager Training Plan		0%
6401-MGR1 Develop and implement at least one process or program to engage employees under your direction (more)	Department	Evaluation Manager Training Plan		0%
6401-MGR2 Suggest and, if approved, implement at least one process or program to improve the customer service experience of Michiganders who interface with the position	Department	Evaluation Manager Training Plan		0%

## Step 4 of 9

Click anywhere in the text of the objective or competency to open it for rating



The screenshot shows the NEOGOV Performance Evaluation Rating Form interface. The top navigation bar includes the NEOGOV logo, a search bar, and user information (MCSC Manager). The main content area displays the 'Performance Evaluation Rating' form for an MCSC Employee (Departmental Analyst). The form includes a sidebar with navigation links (Employee, Performance, Onboarding, Activity Stream, Reports, Org Chart, Manager) and a main section for the objective. The objective text is: 'Advance employee engagement best practices so that work areas are more effective at inspiring and equipping employees to go above and beyond the call of duty in serving our customers.' A red arrow points from the instruction text above to the objective text. A callout box points to the objective text with the instruction 'Click to select the appropriate rating'.

NEOGOV PE

Search

MCSC Manager

Employees Objectives Competencies Trainings Reports ON F

My Dashboard > Employee Detail > Performance Evaluation Rating Form

MCSC Employee  
Departmental Analyst

Performance Evaluation Rating

Summary Print Submit

Overall Rating: Unavailable

Click to select the appropriate rating

Objective Section 1 of 1 | 100%

Advance employee engagement best practices so that work areas are more effective at inspiring and equipping employees to go above and beyond the call of duty in serving our customers.

## Step 5 of 9

Select Rating: **Needs Improvement**,  
**Meets Expectations**, or **High Performing**

Enter comments for each objective and  
each competency

The screenshot shows a performance review interface for an 'MCSC Employee' (Departmental Analyst). On the left is a sidebar with navigation links: Employee, Performance, Onboarding, Activity Stream, Reports, Org Chart, and Manager. The main content area displays an objective: 'Advance employee engagement best practices so that work areas are more effective at inspiring and equipping employees to go above and beyond the call of duty in serving our customers.' Below this objective is a rating selection area with three options: 'Needs Improvement' (unchecked), 'Meets Expectations' (checked with a green checkmark), and 'High Performing' (unchecked). A red arrow points from the text 'Select Rating: Needs Improvement, Meets Expectations, or High Performing' to the 'Meets Expectations' option. To the right of the rating area is a text input field with a rich text editor toolbar (bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, undo, redo). The text 'Testing 123.' is entered in the field. A red arrow points from the text 'Enter comments for each objective and each competency' to the text input field. Two callout boxes provide additional instructions: one pointing to the rating area saying 'Click on the appropriate rating', and another pointing to the text input field saying 'Enter and format text'.

MCSC Employee  
Departmental Analyst

Objective Section 1 of 1 | 100%

Advance employee engagement best practices so that work areas are more effective at inspiring and equipping employees to go above and beyond the call of duty in serving our customers.

☐ Needs Improvement  
☒ Meets Expectations  
☐ High Performing

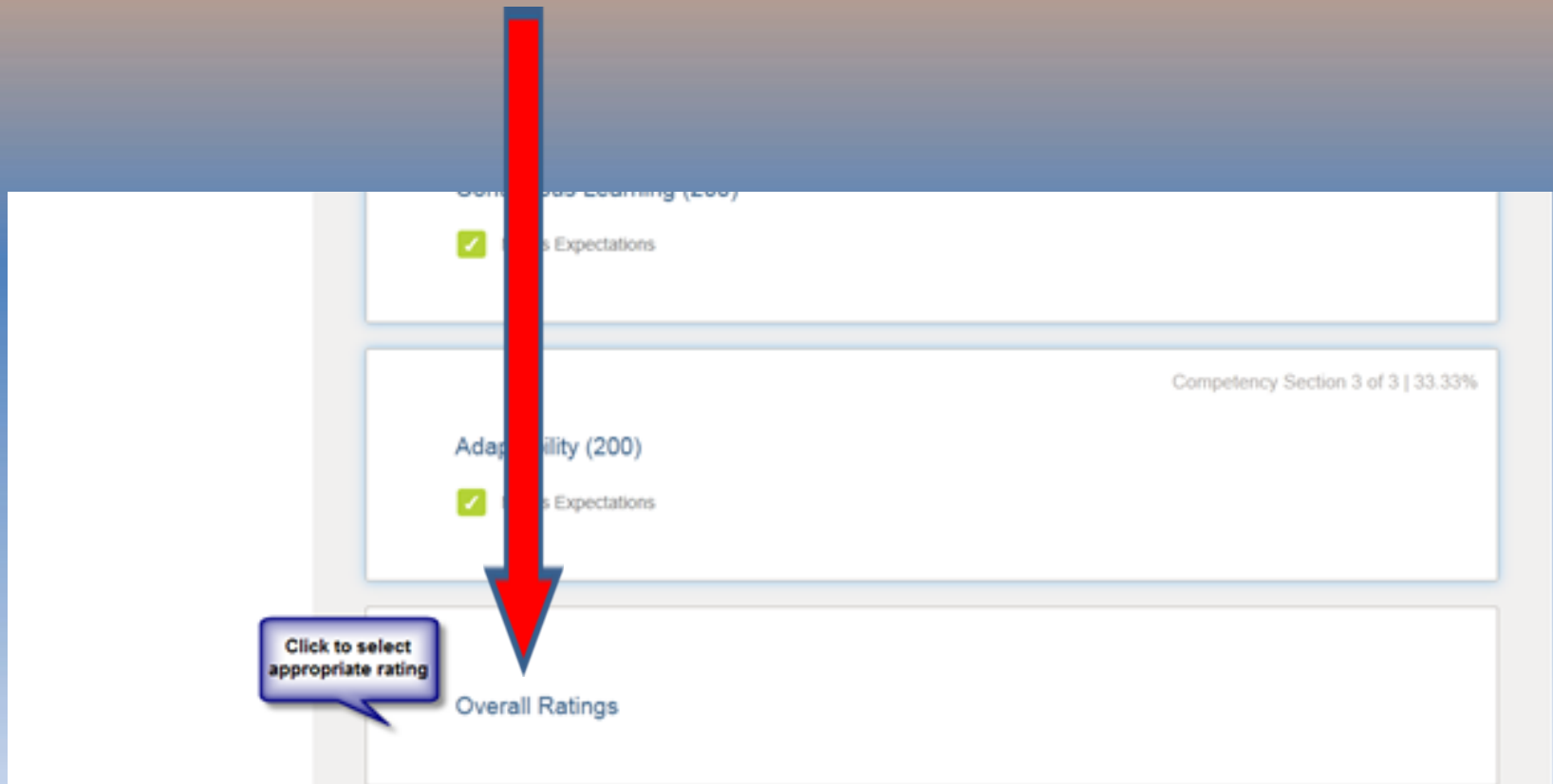
Click on the appropriate rating

Testing 123. |

Enter and format text

## Step 6 of 9

After rating all objectives and all competencies click on Overall Ratings (Under the final competency at the bottom of the page)



The screenshot shows a web interface for rating competencies. A large red arrow points from the top text down to the 'Overall Ratings' button. The interface includes two competency sections, each with a green checkmark and the text 'Meets Expectations'. The second section is labeled 'Competency Section 3 of 3 | 33.33%'. A blue callout bubble with the text 'Click to select appropriate rating' points to the 'Overall Ratings' button.

Competency Section 3 of 3 | 33.33%

Adaptability (200)

Meets Expectations

Overall Ratings



## Step 7 of 9

Select Rating: **Needs Improvement**,  
**Meets Expectations**, or **High Performing**

Enter Comments for overall rating

The screenshot shows a web form for providing an overall rating. On the left, under the heading "Overall Ratings", there is a list of three options, each with a checkbox: "Needs Improvement", "Meets Expectations", and "High Performing". The "Meets Expectations" option is highlighted with a green checkmark. A red arrow points from the text "Select Rating: Needs Improvement, Meets Expectations, or High Performing" to the "Meets Expectations" checkbox. A blue callout bubble with the text "Click on the appropriate rating" points to the "Meets Expectations" option. To the right of the rating options is a text input area with a rich text editor toolbar (containing icons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, and Undo) and a text cursor. The text "Testing 123..." is visible in the input area. A red arrow points from the text "Enter Comments for overall rating" to the text input area. A blue callout bubble with the text "Enter and format text" points to the text input area. In the top left corner of the form, a blue callout bubble with the text "Click on the X to close the card" points to a small 'X' icon.

Click on the X to close the card

Overall Ratings

☒ Needs Improvement

☒ Meets Expectations

☐ High Performing

Click on the appropriate rating

Testing 123...

Enter and format text

## Step 8 of 9

Click submit

Analyst

My Dashboard

Employee

Performance

Onboarding

Activity Stream

Reports

Org Chart

Manager

Continuous Learning (200)

☒ Meets Expectations

Competency Section 3 of 3 | 100%

Adaptability (200)

☒ Meets Expectations

Overall Ratings

☒ Needs Improvement

☒ Meets Expectations

☒ High Performing

Testing 123...


Click on Summary, Print, or Submit

Summary Print Submit

**Optional:** Click Print to open a printer friendly version for your records

## Step 9 of 9

Click **Submit Evaluation** to finalize



You're almost done

By clicking certify and submit, you confirm that your rating is complete and accurate. Once your rating is submitted you will no longer be able to make changes without administrator assistance.

*MCSC Manager*

✓ **Submit Evaluation** Cancel